

INSTRUCTIONS & FLOWCHART FOR COMPLETION OF THE PRIVATE BUSINESS LETTER OF AUTHORITY

A Private Business Letter of Authority is not authorized or licensed to offer or provide services as an Investigations Company, Guard Company, Alarm Systems Company, Courier Company, Locksmith Company, Electronic Access Control Device Company, and/or Guard Dog Company required to be licensed under the provisions of Title 10, Chapter 1702 Occupations Code, as amended, on a contractual basis to any person, third party or entity.

Private Business Letter of Authority must provide to the Private Security Bureau, a color photograph(s) of the uniform(s) they intend to use showing the uniform's badge, identification nameplate and if used, a shoulder patch containing the name of the private business as it appears for a Private Business Letter of Authority.

A Private Business Letter of Authority must have a qualified manager. The manager's exam is designed to ensure that every manager has a working knowledge of the rules and regulations that govern the private security industry in Texas, namely the Texas Occupations Code, Chapter 1702 and the Texas Administrative Code, Title 37, Part 1, Chapter 35. The exam consists of 140 questions and the time allotment is two hours. Question format is true/false and multiple choice. A score of 105 or greater is required to pass the exam.

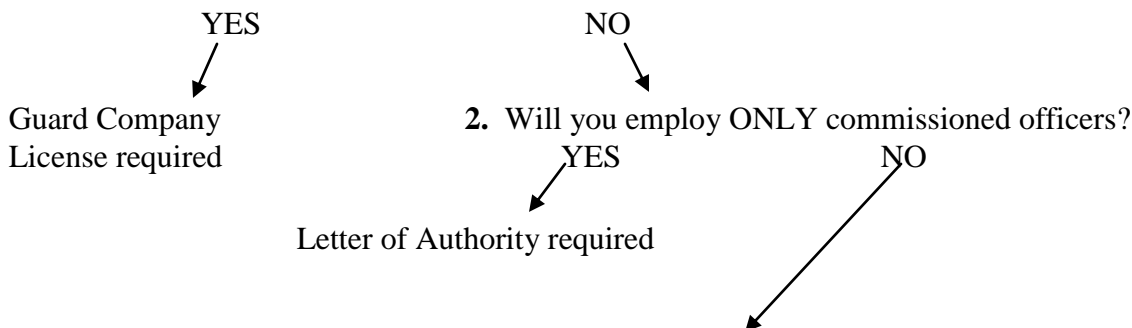
A Private Business Letter of Authority shall not register any employees until the company license has been issued. After the issuance of the company license, the Private Business LOA must apply for, and obtain a commissioned security officer registration ([PSB-38A](#) or [PSB-38B](#)-online) from the Private Security Board for each individual employed to carry a firearm.

Please include with your completed application form the following items:

1. Fee(s) submitted by mail, must also have a [PSB-50](#) (Application & Fee Submission) form attached. **Note: Fees submitted to the Board are not refundable or transferable.**
2. [PSB-11](#) (Application for Letter Authority) form.
3. The statutory fee of \$400.00 registration fee + \$12.00 subscription fee= **\$412.00** in the form of a cashier's check or money order.
4. Application to qualify a manager on ([PSB-04A](#) Owner/Manager Application) form or [PSB-04B](#) if utilizing the online application process, along with the \$30.00 registration fee + subscription fee= **\$33.00**
5. Submit FBI Fee \$25.00 – (mail or online)- **Note: (a) if you are a first time applicant or your registration(s) have expired for one (1) year or more then the \$25.00 fee is required for a background check. (b) If you have a current registration on file with PSB, a background check is not required.**
6. Attach two (2) fingerprint cards – **Note: fingerprint cards must be PSB approved. or;** Attach copy of your signed FAST receipt (electronic fingerprinting process) – **or;** Attach [PSB-49](#) Peace Officer Fingerprint Waiver – **Note: if you are a peace officer, you are not required to submit FBI fingerprint cards; however you must submit the PSB-49 form (Peace Officer Fingerprint Waiver) along with your application.**
7. Certificate of Liability Insurance (no binders) on [PSB-05](#) form signed by an insurance agency licensed in Texas.
8. Uniform picture(s) showing the uniform(s), badge, identification nameplate and shoulder patch conforming to the requirements of Title 10, Chapter 1702 Occupations Code, as amended. Photographs must be legible and clear.

**PRIVATE SECURITY BUREAU
GUARD COMPANY & LETTER OF AUTHORITY FLOWCHART**

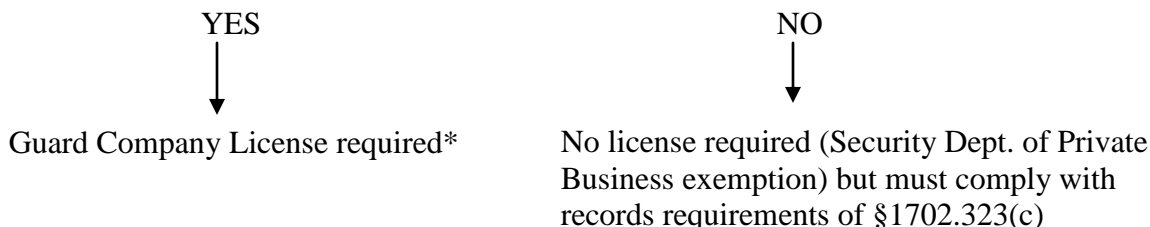
1. Are you contracting to provide guard services to others?



3. If employing non-commissioned guards, do the guards meet ALL of the conditions described in §1702.323(d), *i.e.*, do they, *in the course of their employment*,

- (a) come into contact with the public; *AND*
- (b) wear a uniform *or* badge commonly associated with security or law enforcement, *or* a patch with wording that is likely to create the impression that they are security officers; *AND*
- (c) perform the duties of a security guard, private watchman, guard, or street patrol service to:

- (1) prevent entry, larceny, vandalism, abuse, fire, or trespass on private property;
- (2) prevent, observe, or detect unauthorized activity on private property;
- (3) control, regulate, or direct the movement of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to ensure the protection of property;
- (4) protect an individual from bodily harm including through the use of a personal protection officer; or
- (5) perform a function similar to a function described above.



* No license is required for political subdivisions to employ non-commissioned officers

References §1702.108 (Guard Company)
 §1702.222 (Security Officer)
 §1702.161 (Commissioned Security Officer)
 §1702.181 & 1702.183 (Letter of Authority)
 §1702.182 (Security Dep't of Priv. Bus)
 §1702.108 (Guard Company); 1702.323 (Sec. Dep't of Priv. Bus.—Exemption)
 §35.171 (rule) (Letter of Authority requirements)